HHS CIRCULAR C-049
Health and Human Services System
Office of the Chief Data Officer

Purpose

To establish and maintain an Office of the Chief Data Officer (OCDO) within the Strategic Decision Support section of the Transformation, Policy and Performance division for managing data and creating the governance structure for data created, managed, or maintained within health and human services (HHS) system. The OCDO supports the development and socialization of governed data in conjunction with the Enterprise Data Governance Council. For the purpose of this document the word "enterprise" is synonymous with "system."

The mission of the OCDO is to enable the efficient use of data to improve health and human services and the lives of Texans. The OCDO fosters innovation and elevates best practices to strengthen and enable the HHS community to discover, understand, access, trust, use, and share data and information.

The guiding principles of the OCDO are:

- A determination of business value should be the driver for all Enterprise Information Management activities.
- Increased information sharing is dependent on data that is visible, accessible, understandable, trusted, and governed.
  - Visible
    - Data are discoverable.
  - Accessible
    - Data are readily available for use by authorized stakeholders.
    - Data can be easily combined or compared with other information.
  - Understandable
    - Data consistently represent the same business facts regardless of source.
    - Terms are defined, consistent, and socialized.
  - Trusted
    - Data are of high quality, reliable, and documented.
    - Improved data transparency.
  - Governed
    - Data are managed from a system-wide perspective.
    - Clear lines of accountability for data.

Policy

HHS agencies shall adopt policies and procedures that support a system focus in data and information management.

(A) Data are to be treated as an asset and handled accordingly. Treating data as an asset means data are catalogued and safeguarded so they can be made visible, accessible, and shareable and can be made understandable through the use of metadata and other data definition methods. (Metadata describe or explain data.)

(B) Data are modeled, named and defined consistently across and within HHS system agencies. Every effort is made to share data across the system and not maintain redundant data without justification.

(C) Data have a standard set of metadata which are identified at the lowest level possible and published in the metadata repository.

(D) Data are managed to ensure data stewards apply the standards of governance and data quality consistent with guidance provided by the Enterprise Data Governance Council.

Responsibilities

HHS agencies are responsible for implementing the policies outlined in this circular. The implementation may include the delegation of responsibilities as necessary.

(A) The HHS Chief Data Officer:

1. Reviews and approves significant data projects for alignment to the approved policies, technology, and standards.

2. Collaborates with existing information technology, portfolio management, privacy, and/or program management bodies.

3. Manages the implementation of this circular and instruction, as administered by the HHS Chief Data Officer.

4. Obtains funding and approves expenditures for data management initiatives and projects led by OCDO.

5. Chairs the Enterprise Data Governance Council.

6. Develops the HHS data strategy for data collected, created, used, managed, maintained, shared, and stored by the HHS system (Enterprise Information Management), and facilitates information management initiatives set forth in the strategy.

7. Provides the authoritative source for enterprise data architecture guidance and governance process.

8. Develops and provides guidance of Enterprise Information Management standards and guidelines for HHS agencies and HHS contractors.

9. Leads HHS system data projects/programs including but not limited to the following:
   - HHS Insights Project (Master Data Management)
   - Enterprise Data Governance
   - Metadata Repository
   - Glossary and Terms are Defined, Consistent, and Socialized

(B) The Strategic Decision Support Business Intelligence Competency Center:

1. Promotes usage and improvement of the metadata repository during research of potential analytic use cases and implementation of business intelligence/analytic tools.
2. Aligns with the policies and principles of the OCDO.
3. Participates in the governance and provides feedback for the glossary and taxonomy for the health and human services system.

(C) The Director of the Office of e-Health Coordination:

1. Promotes standards, and best practices with respect to Enterprise Information Management and interoperability of data.

(D) HHS agency commissioners and deputy executive commissioners:

1. Shall adopt enterprise information management policies and data standards.
2. Supports the use of HHS system guidance for developing and managing data to comply with best practices and OCDO principles in a consistent manner.
3. Participates in the governance and provides feedback for the data glossary and taxonomy for the HHS system.

(E) The HHS Chief Information Officer (Deputy Executive Commissioner for Information Technology):

1. Supports OCDO principles and policies within new development efforts.
2. Directs information technology portfolio management to engage and seek approval from the OCDO regarding projects expected to impact governed data.
3. Classifies and publishes a security classification for data.
4. Provides guidance and policies for safeguarding data.

(F) The HHS Chief Technology Officer:

1. Collaborates with OCDO, in alignment with the strategic technology roadmap, to increase HHS system maturity in standard data management practices.
2. Collaborates with OCDO, in alignment with the strategic technology roadmap, to improve data architecture, data management, and data quality across the enterprise system portfolio.

(G)   The HHS Chief Privacy Officer:

    1.   Establishes and maintains governance over HHS confidential information.

(H)   The Deputy Executive Commissioner for Procurement and Contracting Services:

    1.   Ensures all contractors that execute data use agreements (DUAs) with HHS agencies are made aware of and comply with OCDO guidelines, policies, and required documentation.
    2.   Ensures all DUAs are in place and appropriately governed.

(I)   Records Management

    1.   Classifies and publishes (via Agency Records Retention Schedules) a records classification for data. Once classified, maintains governance over the proper disposition of agency records and data.
    2.   Ensures compliance with governing statutes and administrative rules of the Texas State Library and Archives Commission regarding record and data disposition.

Inquiries

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